



Ordering VFC Vaccines

- 1) Click on **VFC Inventory/Orders** in the center of the screen or click **Inventory and Ordering** in the left hand sidebar to expand the menu and then click on **Create and View Orders**.
- 2) Ensure that your VFC Profile is correct. If there is any information you need to change, click **Edit VFC Profile**, change the information and then click **Save**.
- 3) Click on **Enter Inventory**
- 4) On the **Enter Vaccine Information** screen, add the quantity, in doses, for each lot you have in your VFC inventory. If you don't have any inventory of a particular lot on hand put in a "0." All rows *must* be filled. When you're done, click **Submit Inventory**.
 - 4a) If you don't see a lot number you have on hand on the **VFC Inventory Report**, press **Cancel** and enter the vaccines into your ImmuNet inventory and then re-enter your inventory. (Review the Inventory Management section for details)

Ordering Specialty and Flu Vaccines

- 1) Click on **VFC Inventory/Orders** in the center of the screen or click **Inventory and Ordering** in the left hand sidebar to expand the menu and then click on **Order Specialty/Flu Vaccines**. When influenza vaccines are not available, the button will only say **Order Specialty Vaccines**.
- 2) There are three (two when flu vaccines are unavailable) sections: Specialty, Single Dose, and Flu. Each inventory and order section should be filled even if you aren't ordering from one of the sections. The order quantity will default to "0" but you'll need to add a number in the inventory column for each row.
 - 2a) Specialty vaccines should be ordered in multiples of 10.
 - 2b) The Single Dose section allows you to order some vaccines in quantities less than 10. Use this section if you only need a small number of the selected vaccine.
 - 2c) The Flu section will only appear when flu vaccines are available. Flu vaccines should be ordered in multiples of ten.
 - 2d) When ordering specialty and/or flu vaccines please include a detailed explanation in the Justification Statement box at the bottom of the page.
- 3) The **Priority Order** selection should not generally be used. If you need a priority order, include a detailed explanation in the Justification Statement box at the bottom of the page.

4) Press **Confirm Order** when you're done. If there are any errors in your order, they will be written in **red** at the top of the page. Otherwise, the words "Order Confirmed" will appear in **red**. The order will now show as "pending" in your order status section.

Inventory Management

Adding Vaccine Inventory

Occasionally, your ImmuNet Inventory module will not have a VFC vaccine lot that was sent to you. If you do not see a lot number for a vaccine you have on hand in your VFC Inventory Report when you attempt to place your order or when you are reporting an administered VFC vaccine to ImmuNet, click **Cancel** and follow the following steps. You may also add your privately purchased vaccine to ImmuNet by following these steps.

- 1) Click on **Inventory and Ordering** and then **Manage Inventory**.
- 2) Click **View Inventory** and ensure that the missing lot number is not on the list shown. If it is on the list but marked "Inactive," click on the **Trade Name**, set the **Active** indicator to "Yes," click **Save**, and then complete your VFC Inventory Report. If it is expired, you will not be able to add it as a new vaccination. If it was administered before the expiration date, you can still add the vaccination as "Historical." Expired VFC vaccine should be reported to the VFC program using the VFC Vaccine Return Form.
- 3) If the lot number is not on the list, click **Add Inventory**. Add the Trade Name, NDC, Lot Number, Expiration Date, and Quantity on Hand. The Active indicator should remain set to "Yes" and for VFC vaccines the Funding Type should stay set to "Public."
- 4) Click **Save**. If you need to add any additional lot numbers you can click on **Add New**. You can click **Cancel** to return to your inventory or use the sidebar to return to what you were doing before.

Removing Vaccine from Inventory

Vaccines sent from VFC are automatically entered into your ImmuNet inventory module. Since VFC has been sending lots to your ImmuNet inventory for some time, your active inventory may show vaccine lots that you've already used. To remove them from your VFC inventory report, follow the following steps.

- 1) Click on **Inventory and Ordering** and then **Manage Inventory**.
- 2) Click **View Inventory**.
- 3) Click the Select checkbox to the left of the Trade Name for each lot number you want to remove. Click **Modify Quantity**.
- 4) For each line, change the **Action** to "Subtract" and in the **Amount** section put in the same number as the **Quantity on Hand**. Select "Error Correction" as the **Reason**.
- 5) When you've done step four for each line, click **Save**.